

Southwest Washington Agency on Aging and Disabilities (SWAAD)

Request for Qualifications (RFQ) Process

Family Caregiver Support Program Short-Term Counseling Services

To Serve Caregivers residing in Clark, Cowlitz, Wahkiakum, Klickitat and Skamania Counties

SWAAD is designated by the State of Washington as the Area Agency on Aging to serve the five counties of Southwest Washington: Clark, Cowlitz, Wahkiakum, Klickitat, and Skamania Counties. The Agency plans, advocates for, develops, coordinates and supports a comprehensive service delivery system in the region for persons who are 60 years of age or older and for persons with disabilities who are 18 years of age or older.

One set of services available is professional counseling for unpaid family caregivers who are caring for those persons listed above. SWAAD is seeking qualified independent contractors or professional counseling groups to provide short term and solution-focused counseling to offer emotional support, mental health intervention and coping strategies to family caregivers to address issues such as stress, depression, anxiety, loss and grieving related to their roles as caregivers.

At minimum, the contractor or contracted organization's staff is required to hold a current business license and a professional license in good standing in the state of Washington as one of the following:

- Mental Health Counselor;
- Marriage and Family Therapist;
- Clinical Social Worker;
- Psychologist.

Contractor must have a professional office for counseling services within one of the five counties that the Contractor agrees to serve.

Individuals or organizations must meet all minimum qualifications outlined in the RFQ packet which includes an evaluation of: required licenses; professional references; criminal conviction history records; professional liability and general liability insurance coverage; the completeness of the Contractor Application; and the hourly rate for services proposed.

Multiple individuals or organizations may be selected, but SWAAD reserves the right to limit the number of contractors selected to provide these services in each county. IF the number of qualified applicants exceeds the number of contractors needed to reasonably serve a county, then the applicants will be notified that their qualifications, proposed rates and answers to the Proposal Questions will be evaluated and scored for the selection process.

Interested parties may request an RFQ packet by sending an email with the Subject Line "Request for RFQ Packet for FCSP Counseling Services" to marneer@dshs.wa.gov

Deadline to request an RFQ packet is June 30, 2009.

Southwest Washington Agency on Aging and Disabilities
201 NE 73rd Street, Suite 201, Vancouver, WA 98665
360-735-5720

**SWAAD is an Equal Opportunity Agency.
Minority and woman-owned firms are encouraged to apply.**